



REVENUE DEPARTMENT

JOB ANNOUNCEMENT

		POSTING DATE 03/21/07	
		CLOSING DATE Ongoing	
ANNOUNCEMENT NUMBER 053-07			
JOB TITLE/JOB CODE NUMBER Revenue Special Agent 1 17013 Unclassified	PAYGRAD E	EXPECTED HIRING SALARY (ANNUALLY) \$28,543.20	POSITION #s To be determined
DIVISION Alcohol & Tobacco	UNIT NAME/LOCATION Enforcement		

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED EMPLOYEES OF THE _____ OFFICE/UNIT/DIVISION ONLY.
- B. ☐ CURRENT QUALIFIED DEPARTMENT OF REVENUE EMPLOYEES ONLY.
- C. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS (LOAA).
- D. ☒ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site: www.thejobsite.org
- E. ☒ ALL QUALIFIED APPLICANTS.

THE PREFERRED METHOD OF APPLYING FOR THIS JOB IS TO APPLY ONLINE AT WWW.THEJOBSITE.ORG.

If you need an accommodation due to a disability, for any part of the employment process, please contact the Office of Human Resources at (404) 417-2140 or (404) 417-2160 (TDD).

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Enforces alcohol and tobacco laws and regulations, motor fuel tax, motor carrier and motor vehicle registration laws and related work. Obtains and executes arrest and search warrants and makes investigations for distilled spirits licenses pursuant to laws and rules.

MINIMUM TRAINING AND EXPERIENCE

Completion of two years of course work (90 quarter hours) at a college or university AND a valid Georgia driver's license **OR** One year of full-time experience as a Law Enforcement Officer with a recognized government agency (including military service) AND a valid Georgia driver's license.

NECESSARY LEGAL REQUIREMENTS: Incumbents in this job are by law considered to be Peace Officers. Therefore, applicants for this job must meet the standards prescribed by the Georgia Peace Officers Standards and Training Council (POST).

POSITION SPECIFIC QUALIFICATIONS

Candidates selected must undergo physical and psychological evaluation and will be subject to a polygraph test. Must have minimum vision of 20/60 corrected to 20/40 in each eye. Candidates selected for this position must reside within 35 miles of the county line of their assigned Regional Office or be willing to relocate to meet this requirement within 90 days following appointment. Ability to meet the terms and condition of employment with the Alcohol and Tobacco Division.

PREFERRED QUALIFICATIONS

Ability to maintain confidentiality. Ability to work independently and in a team environment. Good written communication skills. Demonstrated ability in using all job-related computer applications. Bachelor's degree from a recognized four-year college or university in Criminal Justice or a closely related field. Two years of continuous full-time employment as a Georgia certified peace officer with a recognized governmental agency. One year of experience conducting investigations.

COMMENTS/SPECIAL INSTRUCTIONS

Must have taken and passed the Revenue Special Agent 1 Test. The test is given in Atlanta on a walk-in basis (no reservation needed) at the Georgia Merit System Testing Center (Room 404, West Tower, Floyd Building) on every 2nd and 4th Wednesday at 8:30am. If you wish to test at other locations, you will need a reservation. That will be accomplished as you go through the online application process. When you go for testing, you must bring a current photo ID and either a completed State of Georgia Application for Employment or your Job Site UserID to the test site and confirm that you are sitting for the Revenue Special Agent 1 Test. For more information, you may visit www.thejobsite.org and select Testing and Exams, or call the Georgia Merit System at 404-656-2728.

Revenue Special Agents are hired for the following locations (city/county): **Albany (Dougherty), Athens (Clarke), Atlanta – Century Center/Northeast Metro (DeKalb), Augusta (Richmond), Columbus (Muscogee), Douglas (Coffee), Lithia Springs (Douglas), Macon (Bibb), Rome (Floyd), Savannah (Chatham) and South Atlanta (Clayton).** Under the provisions of State Personnel Board Rule 9, these positions are subject to random drug screenings for continued employment. Selected candidates will also be subject to a mandatory pre-employment drug screening.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.